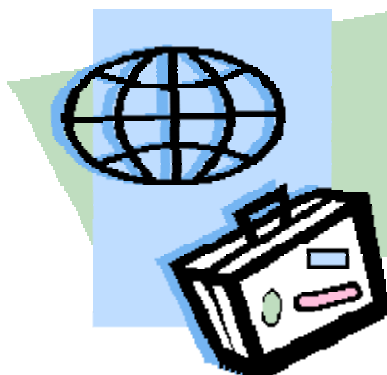


T.R.I.P.P. #2008-01



Comments? The periodic T.R.I.P.P. (Travel Regulations, Information, Policies, and Procedures) reports are being reinstituted to bring to your attention changes in travel policies or regulations. Comments about current topics or suggestions about future topics in the T.R.I.P.P should be forwarded to Emily Guffey at 576-9513 or e-mail guffeye@oro.doe.gov

- ▲ Preparation of Travel Documents and Reservations
As noted in Gerald Boyd's memorandum dated June 27, 2005, all reservations and documents created in the Gov-Trip system are to be prepared solely by Office Managers. Office Managers have received training on the system operations as well as Federal Travel Regulations. They are in the best position to assure the accuracy of the data input.

- ▲ Use of Proper Per Diem Rates
Per diem rates to be used are the rates where the traveler will be working. Major differences may exist between per diem rates at the working location and the airport location. The following are the proper per diem locations for frequently traveled locations:

Work Location	Per Diem Location
DOE, Forrestal Building	Washington, District of Columbia
DOE, Germantown Building	Germantown, MD
Pacific Northwest National Laboratory	Richland, WA
Thomas Jefferson National Accelerator Facility	Newport News, VA
Stanford Linear Accelerator Center	Menlo Park, CA
Lawrence Berkley Laboratory	Berkeley, Alameda County

When in doubt on the appropriate per diem to use, please contact Emily Guffey at 865-576-9513 or guffeye@oro.doe.gov.



Request for Reimbursement for Actual Cost of Lodging

There has been a significant increase in the number of requests for reimbursement for actual cost of lodging. Research must be performed to support the inability to secure lodging at the government rate. The travel authorization must include in the justification 1) rates for 3 hotels researched, 2) actual rate requested, and 3) government lodging rate. Those authorizations omitting this information in the pre-audit justification will be returned.